

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
PRETREATMENT COORDINATOR

1. JOB TITLE: PRETREATMENT COORDINATOR

2. DEFINITION: This is a technically skilled position performing surveillance, administrative, and related work in coordinating monitoring and liaison with industrial customers. The Pretreatment Coordinator will be directly responsible to the Wastewater Treatment Plant Superintendent. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, and as having a possible occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of laboratory and field equipment, vehicles, various communication devices, personal computers, and other standard office equipment and accessories customarily used in an office environment.
- b. The job is sited within the Wastewater Treatment Division of the Murfreesboro Water and Sewer Department, but involves travel to various industrial locations throughout the system. The employee will be required to work in proximity to biological, chemical, electrical and mechanical hazards. All City facilities and vehicles are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Serves as the primary liaison between industrial customers and the Department.
- b. Reviews state and federal pretreatment regulations and initiates actions to keep the City current with regard to compliance.
- c. Provides applications for industrial discharge to prospective users and renewing industries.
- d. Prepares and maintains industrial user discharge permits
- e. Inspects industries to insure conformity to discharge permits and ordinances and to determine changes in production that might cause change in discharge parameters.
- f. Investigates and reports on industrial spills and discharges.
- g. Correctly performs sampling of industrial discharges.
- h. Works with Safety Coordinator to ascertain that confined space entry permits are in place before entering designated confined spaces.
- i. Accurately conducts routine analytical procedures in accordance with required protocol.
- j. Notifies Director of action(s) required to correct deficiencies in sampling equipment and/or conditions detrimental to the collection of representative samples or to the safety of the person collecting the sample.
- k. Provides written directives on proper sampling protocol.
- l. Performs calibration and programming of field apparatus.
- m. Accurately enters data in logs, databases, charts and records.

- n. Conducts thorough field surveys to discover new industries that might have connected to the municipal sewage system, and to determine whether discharge permits are needed.
- o. Provides information to prospective customers regarding local regulations and fees.
- p. Keeps records of industrial visits, inspections and observations and prepares reports of activities.
- q. Reports values obtained from monitoring industrial discharges to appropriate persons in the Department and the various industrial users in a timely manner.
- r. Prepares Semiannual Industrial Pretreatment Discharge Report and other such reports as may be required by regulatory agencies.
- s. Issues notices of violation for noncompliance with industrial user discharge permits and takes other actions specified in the City Ordinance and Enforcement Response Plan as appropriate.
- t. Prepares and delivers monthly reports to categorical and significant industries.
- u. Provides direction to other workers through regular supervisory channels as required to accomplish the other essential functions of the job.
- v. Participates in annual budget preparation.
- w. Conducts work in accordance with proper safety protocol.
- x. Performs job functions in a timely manner in order to meet all deadlines for required tasks and reports.
- y. Exhibits good habits of workplace cleanliness and hygiene.
- z. Exhibits courtesy toward coworkers and the public.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a four year degree in Chemistry, Environmental Science or a related field from an accredited college or university.
- c. At least three years experience in industrial pretreatment is preferred.
- d. Must have legal authorization to work in the United States.
- e. Must possess a driver's license valid in the State of Tennessee and have the ability to safely operate a motor vehicle.
- f. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- g. Must consent to and pass a pre-employment post offer drug screening.
- h. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- i. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- j. Ability to climb into and out of sampling manholes, while wearing appropriate safety equipment.
- k. Ability to use field and laboratory equipment.
- l. Ability to detect odors and colors indicative of laboratory test points and potentially hazardous chemicals.
- m. Ability to sense temperature by touch.

- n. Ability to detect alarms and indicators of equipment malfunctions in normal aural range.
- o. Must be able to report for work on time and perform the duties of the job for a complete workday.
- p. Must be available during normal business hours, either in person or by telephone for consultation with existing or potential industrial customers to discuss discharge permits, permit applications, issues with actual discharges and other interactions between the industry and the Murfreesboro Water and Sewer Department.
- q. Ability to occasionally work beyond normal hours at night and on weekends.
- r. Ability to travel, by air and automobile, to various seminars and industrial sites, some of which might require overnight stay for a period of approximately one week.
- s. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- t. Ability to exercise independent judgment within the limits of the position.
- u. Ability to concentrate and accomplish tasks despite interruptions.
- v. Ability to perform a variety of tasks simultaneously or in rapid succession.
- w. Ability to comply with Department policies such as work rules and safety practices.
- x. Ability to operate personal computers, radio and telephone communications equipment and other standard office devices.

Non-Exempt
Safety Sensitive
November 20, 2007